

## ADMINISTRATIVE SERVICES GENERAL REGULATION

NUMBER

8 August 1951

SUBJECT: Distribution And/Or Circulation of Agency Publications  
Within the Administrative Services Office

1. It has been called to the attention of all Administrative Officers that possibly CIA Notices and CIA Regulations are not as widely circulated as they should be, and that in many cases employees who require information contained in such issuances in carrying out their duties do not receive such information when new or revised instructions and regulations are published.

2. Each Division Chief <sup>each of</sup> ~~in~~ <sup>(and the Chiefs of the two Branches of the General Service Div)</sup> the Administrative Services Office is forwarded at least one copy of each CIA Notice and CIA Regulation, or a copy is routed for their information at the time such issuances are received. It is the responsibility of each Division Chief to insure that the personnel under his jurisdiction who need to know the contents of such Notices and Regulations actually receive such information and are kept advised as changes or revisions ~~of~~ such instructions and regulations are published.

3. Each Division Chief will review the distribution and/or circulation of CIA Regulations, Notices, and similar issuances within his own Division, and ~~that~~, if not already established, a procedure <sup>will</sup> be set up whereby all employees requiring such information <sup>will</sup> receive same as it is published, either (a) by furnishing them ~~a~~ <sup>copies</sup> of same, or (b) by the routing of a copy of ~~each~~ such document for the information and initialling of all requiring the information contained therein, whichever is appropriate.

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acting Chief, Administrative Services

## Distribution:

Chief, BM&UD  
Chief, RE&CD  
Chief, Repro. Div.  
Chief, Trans. Div.  
Chief,   
Acting Chief, Machine Records

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25X1X8